

STATE OF CALIFORNIA

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Controller of California

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P.O. Box 942850
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DATE: August 14, 2001

PAYROLL LETTER #01-013

TO: All Campuses in the Uniform State Payroll System

FROM: RALPH ZENTNER, Acting Chief
Personnel/Payroll Services Division
State Controller's Office

RE: CALIFORNIA STATE UNIVERSITY (CSU) BARGAINING UNIT (BU) 04 JULY 1, 2001 GENERAL
SALARY INCREASE (GSI)

The successor agreement reached between the CSU and BU 04 provides a GSI effective 07/01/01. Also, BU 04 employees are eligible to receive a Merit Service Increase (MSI) and a Performance-based Salary Increase (PBSI) for Fiscal Year 2001/2002.

The Personnel/Payroll Services Division (PPSD) will manually post the GSI to the affected employees' Employment History (EH) records. The update began on August 14, 2001 and will be completed by the August 22, 2001 master payroll cutoff date. The salary adjustments for the July 2001 pay period will be issued on a flow basis beginning with the August 15, 2001 issue dated payroll cycle. The EH GEN transaction will be used to document the salary increase.

Refer to Technical Letter HR/SA 2001-10 for further information on the GSI, MSI and PBSI. An attachment is provided detailing information and processing instructions for BU04. If you have any questions with the attached information, please contact your CSU Audits' Representative at the State Controller's Office.

RZ:CAH:PMAB

Attachment

ATTACHMENT

BU04 employees are entitled to receive a 1% GSI. PPSD began manually processing the 07/01/01 effective date GEN transaction on August 14, 2001 and will be completed by the August 22, 2001 master payroll cut-off date. The update will be based on the employment history data as of August 10, 2001. Refer to #12 below for further information.

Campuses will be responsible for processing the 07/01/01 effective date MSI's (via the MSA transaction) and PBSI's (via the SCR transaction with Detail Transaction Code = 50) for eligible employees. Refer to Technical Letter HR/SA 2001-10 for further details.

Employees with a red circle rate and employees on NDI, Supplementing with Catastrophic Leave Donations will be included in the above manual GSI update.

Employees who separated prior to 07/01/01 may need an adjustment to their lump sum payments, if those payments extended beyond 06/30/01. A GEN transaction will not be posted. PPSD will identify the affected employees and will manually adjust the lump sum payments.

Employees with appointment expiration dates of 06/30/01 or prior will not be processed by PPSD. Campuses can access a list of the employees via the CIRS Compendium Report F95, Cycle 0108. Campuses must determine if the employees are to be reappointed or separated and key enter the appropriate transactions (see below processing instructions).

For some employees, the salary increase calculations may result in a new assigned salary rate slightly below the minimum or above the maximum salary rate of the employees' class/range. This occurs due to the 10/12 or 11/12 conversion calculation. Since an employee's assigned salary rate CANNOT be below the minimum or above the maximum of the class/range, each affected employee's new assigned salary rate will be adjusted upward or downward accordingly per the manual update.

All transactions as a result of the 07/01/01 salary increase are considered to be non-controllable personnel and payroll transactions. To minimize the impact of contesting charges, all employment history transactions processed between August 14, 2001 and August 22, 2001, and all July 2001 pay period payments with an issue date of August 15, 2001 through August 23, 2001 for BU 04 employees will be excluded from the Monthly Retroactivity Report. Any transactions processed outside of the time frames will appear on the report (see PPM Section A 011 for further information). The campus may return the report identifying the items associated with the salary increase along with the appropriate explanation.

Based on the update processed by PPSD, the following is a guideline for processing various EH transactions. The transactions should be key entered in the order indicated.

1. Separations effective 06/30/01 or prior:
 - a. GENV effective 07/01/01.
 - b. SXX.
2. Separations effective 07/01/01 or later, including Leaves Without Pay, (S49 and 565 transactions with Job Injury Code = 7), should be processed as usual with the exception identified in #3 below.

DO NOT VOID THE GEN TRANSACTION If the separation was keyed prior to the GEN transaction with the old salary rate, process as follows (for 10/12 or 11/12 employees only):

SXXC - enter the new total amount due in Item 810.

3. Employees on NDI/Leave of Absence Without Pay as of 07/01/01 and are to separate 07/01/01 or later with lump sum vacation/extra hours (Item 621) requested on the separation transaction:
 - a. A57 or A58 effective same date as SXX and effective date hours = COB. Do not change the salary rate to the new salary increase. Enter 'Lump Sum Only' in Item 215 (EH Remarks).
 - b. GEN effective same date as A57 or A58 and effective date hours = COB. Enter the new salary increase rate in Item 820, Assigned Salary Rate.
 - c. SXX.
4. Leave of Absences effective 06/30/01 or prior, including 565 transaction (with Job Injury Code = 7):
 - a. GENV effective 07/01/01.
 - b. SXX or 565.
5. Appointments effective 06/30/01 or prior and Item 450 = 1, 3 or 4; or reappointments for employees with an appointment expiration date prior to 06/30/01:
 - a. AXX.
 - b. GEN effective 07/01/01. Enter the new salary salary increase rate in Item 820, Assigned Salary Rate.
6. Appointments effective 07/01/01 or later and Item 450 = 1, 3 or 4; or reappointments for employees with an appointment expiration date equal to 06/30/01:

No GEN transaction is required. However, enter the new salary increase rate in Item 820, Assigned Salary Rate, on the appointment transaction.
7. Reinstatements effective 06/30/01 or prior, including A57, A58, A68 and 565 with Job Injury Code = 4 (if prior status was Job Injury Code 7):
 - a. AXX or 565.
 - b. 715 effective same date of A68 or 565 to change anniversary date/probationary period due to non-qualifying pay periods (if applicable).
 - c. GEN effective 07/01/01. Enter the new salary increase rate in Item 820, Assigned Salary Rate.
 - d. MSA effective 07/01/01 if employee is eligible to receive the MSI.
 - e. SCR effective 07/01/01 if employee is eligible to receive the PBSI.

8. Reinstatements via the A57 or A58 transaction effective 07/01/01 or later:
 - a. A57 or A58 with old salary rate (i.e., do not change salary to the new salary increase rate).
 - b. GEN effective same date as A57 or A58. Enter the new salary increase rate in Item 820, Assigned Salary Rate and HR/SA 2001-10 in Item 215 (EH Remarks).
 - c. MSA effective same date as A58 if employee is eligible to receive the MSI.

- d. SCR effective same date as A57 or A58 if employee is eligible to receive the PBSI.
9. Reinstatements via the A68 or 565 transaction with Job Injury Code = 4 (if prior status was Job Injury Code 7) effective 07/01/01 or later:
- a. A68 or 565.
 - b. 715 effective same date as A68 or 565 to change anniversary date/probationary periods (if applicable).
 - c. GEN effective same date as A68 or 565. Enter the new salary increase rate in Item 820, Assigned Salary Rate and HR/SA 2001-10 in Item 215 (EH Remarks).
 - d. SCR effective same date as A68 or 565 if employee is eligible to receive the PBSI.
10. For #7, #8 and #9, automated audit 9320-02, ASSIGNED SALARY INVALID, PER CSU PAY SCALES or 330-02, ANNIVERSARY DATE IS INVALID, EMPLOYEE AT MAXIMUM may be received. The transactions will need to be submitted to PPSD for processing.
11. If a correction to a previously keyed 07/01/01 effective date transaction (i.e., prior to the 07/01/01 effective date GEN transaction) is processed, automated audit 9320-02, ASSIGNED SALARY INVALID, PER CSU PAY SCALES may be received. The transactions will need to be submitted to PPSD for processing. Refer to the Personnel Information Management System (PIMS) Manual for out-of-sequence processing (pages 11.4 through 11.8). If other audit messages are received, please contact your Audits' Representative.
12. If a transaction was keyed for an employee after August 10, 2001 (e.g., A50 for a new appointment), the campuses must process the GEN transaction and/or correct the appointment transaction (i.e., A50C) to include the new salary increase. These transactions will not be part of PPSD's manual process.
13. Transactions not identified above, process as usual.